



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **INSURANCE POLICY OFFICER**

**\$2,741-4,366**

**MARKET CONDUCT BUREAU**

**MULTIPLE POSITIONS**

**SAN FRANCISCO & LOS ANGELES**

### **RESPONSIBILITIES:**

Under supervision, the Insurance Policy Officer will gather, review and analyze information and material contained in insurance company claim files and/or other related files during the course of conducting the less complex and routine Market Conduct Examinations to determine if the action taken is appropriate, proper, in accordance with the contract, and in compliance with the California Insurance Code and other statutes, and performs other related duties relevant to the Examination. This is a field position involving all lines of insurance. Significant travel is required.

### **DESIRABLE QUALIFICATIONS:**

Eighteen months of experience in insurance claims adjusting, underwriting, or insurance consumer services; education equivalent to two years of collegiate level course work is highly desirable, however, experience will be accepted in place of the education on a year-for-year basis. Candidates must have knowledge of insurance practices and the Insurance Code, along with good analytical and verbal/written communication skills.

### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Insurance Policy Officer level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Priscilla Molina, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. ***Please indicate “IPO-MCB #242-8564-XXX” and the location for which you are interested in working (SF or LA) on the State application.*** For additional information, please call (916) 492-3260.

**FINAL FILING DATE:**     **August 28, 2000 or until filled**

**NOTE:**     **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

8/17/00